

Computer Technology - COURSE DISCLOSURE

Instructor: Mr. Wood
(mwood@alpinedistrict.org)

THE CONTENT

Computer Technology is a semester course designed to give the students a foundation in computer basics including terminology, equipment, processing and use. Students will use word processing, spreadsheet, and electronic presentations software. The class will also cover ethics, file management, Internet resources, and email. Students will be required to incorporate their computer skills to do an integrated project for another of their school classes. This class fills the requirement of .5 credits in Educational Technology in order to graduate. The class will move at a fast pace. Students who do not meet the type at least 15-20 words per minute may have a difficult time meeting the assignment requirements.

RESOURCES

You should have a pen or pencil and a folder to keep handouts in. You will be required to use your district provided e-mail account for this class and I will provide you information on accessing and using this account. Files may be saved in your associated "Google Docs," account, on a flash drive or on school server space when available.

MY RULES

1. **Respect** others and their right to learn.
2. Be in seat ready to work when the bell rings.
3. No food, candy, or drink in the classroom.
4. Respect all equipment in the classroom.

THE HOMEWORK

Most work will be completed in class. Occasionally you may have to do some work outside of the class, but this may be avoided if you work hard in class.

THE GRADES

Grading will be based on assignments and quizzes. Grades are determined from a percentage of the total points calculated.

A = 93-100	B- = 80-82	D+ = 66-69
A- = 90-92	C+ = 76-79	D = 63-65
B+ = 86-89	C = 73-75	D- = 60-62
B = 83-85	C- = 70-72	F = Below 60

CITIZENSHIP:

Everyone begins the quarter with an S. Outstanding citizens will receive an O at the end of the term. Problems with behavior and or a lack of respect of individuals or equipment will result in my changing your citizenship grade to an N or a U. I usually give one or more verbal warnings before this occurs, however behaviors that violate safe school policies or otherwise prove to be a large disturbance will result in immediate reduction of your citizenship grade. Being truant may also result in an immediate U grade.

EXTRA CREDIT

Extra credit opportunities may be offered throughout the term. Take advantage of them as they come up. I will NOT give extra credit during the last two weeks of a term just so you can raise your grade.

LATE WORK

You may turn in work up to 5 school days late for up to 75% credit. If you were absent, you will get full credit if you turn the work in during the 5 day period. Extenuating circumstances will be considered on a case by case basis. It is **your responsibility** to get late work from me when you are absent. I will not contact you with the late work.

COMPUTER POLICY

Every student and their parent/guardian will be required to sign the Alpine School District Acceptable Use Policy (AUP) regarding computer use. The student will not be allowed to use the computer until the agreement has been signed and turned in. Violation of the AUP may result in loss of computer privileges at Timberline. This document is typically reviewed when you complete registration each school year.

ANY DAMAGE TO EQUIPMENT, SUPPLIES, OR BOOKS WILL BE THE RESPONSIBILITY OF THE STUDENT!

Alpine School District Career and Technical Education opportunities are offered to all students regardless of race, color, national origin, sex, or disability.